



Draft ~~August 14~~ June 11, 2018⁹

ROLLING STOCK EQUIPMENT TECHNICAL FORUM

CHARTER

ARTICLE I – ORGANIZATION

PARAGRAPH 1 – Technical Forum Name

The Technical Forum shall be known as the APTA Rolling Stock Equipment Technical Forum, hereinafter “the Technical Forum.”

PARAGRAPH 2 – Mission Statement

It is the mission of the Technical Forum to advance the state of the art in the design, application, procurement, ~~operation~~ operation, and maintenance of railcar rolling stock equipment with emphasis on technical issues, passenger safety, energy efficiency and standardization.

PARAGRAPH 3 – Objectives

The specific objectives of the Technical Forum shall be defined in a Project Work Plan to be adopted each year that guides the Technical Forum’s activities. This Project Work Plan shall include the following five points: 1) a statement of the problem, issue or work task to be undertaken, 2) project champion and identified sponsors, 3) description of approach for accomplishing the task, 4) identification of key milestones and resource needs, and 5) a discussion of the relevance of the work and implications of foregoing the effort. Work Plans are guided by the following overall objectives of the Forum.

1. Identify and document a number of rail vehicle related issues of interest to the vast majority of rail operating properties throughout the U.S. and Canada.
2. Rank rail vehicle issues identified above in terms of importance and urgency.
3. Facilitate resolution of the above issues by establishing APTA workshops and forums with the aim of heightening awareness and resolving identified issues.
4. Identify and make available funding resources for rail vehicle related research and development.

5. Serve as a technical and informational resource on rail equipment, addressing issues related to safety, ADA compliance, rail car equipment design standards and advanced technologies.
6. Foster cooperation with related committees, agencies and organizations in an effort to realize the mission and goals expressed herein.

ARTICLE II – MEMBERSHIP

Membership in the Technical Forum shall be open to APTA members in good standing who have an interest in rolling stock equipment, related products and services, scientific advancements and application relevant to rolling stock and equipment, and interest in advancing the design and application of railcar equipment and safety practices.

Persons desiring membership shall submit a request ~~notice~~ in writing or email, with the person's name, title, organization address, telephone and fax numbers and email address to the APTA Advisor for the Technical Forum.

ARTICLE III – OFFICERS

PARAGRAPH 1 – Officers

The Technical Forum shall have the following officers: Chair, Vice-Chair and Secretary. For a term of one year, at least one transit representative is strongly encouraged to serve as an Officer.

Commented [LF1]: Terms are 3 years, so “in any year” is inconsistent with terms of office.

PARAGRAPH 2 – Duties of Officers

The duties of the Officers of the Technical Forum shall be as follows:

1. **Chair.** The Chair shall preside at all meetings of the Technical Forum and shall be responsible for calling all meetings of the Technical Forum. He/she shall be an ex-officio member of all regular and special Technical Forums. He/she shall act as liaison between the Technical Forum and other APTA Technical Forums, as appropriate, and represent the Technical Forum to the parent Rail Transit Committee, providing updates on the Technical Forum at meetings of the APTA Rail Transit Committee and [APTA Annual Conference Spring In-person Meeting]. He/she shall be responsible for taking action necessary to ensure the Technical Forum achieves its objectives and shall perform all such other duties as usually pertaining to such office. The Chair shall be the Technical Forum representative on the Rail Standards Policy and Planning Committee or shall designate an alternate to attend.

Commented [LF2]: The Rail Transit Committee meeting at the Annual Meeting?

Commented [NL3R2]: Yes, this technical forum is both a policy forum and rail transit forum though it reports to the Rail Transit Committee.

2. **Vice Chair.** The Vice Chair shall preside at meetings in the absence of the Chair. He/she shall assist the Chair in the development and conduct of Technical Forum activities.
3. **Secretary.** The Secretary shall assist the Chair and Vice-chair in maintaining communications with members and assisting APTA staff with updates and maintenance of the Technical Forum website. The secretary shall also assist the APTA Advisor in taking meeting minutes.

PARAGRAPH 3 – Terms of Office

Each Officer shall serve a term of three years. Officers are eligible to serve two consecutive terms balloted by Technical Forum members. No officer shall serve more than two consecutive ~~terms, but~~ terms but is eligible again to serve after observing a two-year break in service, again after two years.

PARAGRAPH 4 – Vacancies

In the event the Office of Chair becomes vacant prior to the end of the term, the Vice Chair shall ascend to that office for the remainder of the term. In such case, the ascending Chair will appoint a new Vice-Chair for the remainder of the term.

In the event the Office of Vice-Chair becomes vacant prior to the end of the term, the Chair shall appoint a new Vice Chair for the remainder of the term.

In the event the Office of Secretary becomes vacant prior to the end of the term, the Chair shall appoint a new Secretary for the remainder of the term.

ARTICLE IV – ELECTION OF OFFICERS

PARAGRAPH 1 – Election of Officers

Election of Officers shall be completed ~~by the time of prior to the end of APTA Annual Conference meeting of the second~~ Fall in-person meeting of the Technical Forum ~~on the years were the Chairs term concludes.~~ Officers shall be elected by a simple majority of Technical Forum members present and/or voting by electronic ballot. If the second method is used, it shall be administered by the APTA staff advisor for a period of four weeks immediately after the conclusion of the Nominating Period and concluding no less than seven (7) days prior to the Spring In-person Meeting. Newly elected Officers shall assume office at the conclusion of the ~~Annual-Spring In-person Meeting~~ Meeting at ~~which they are elected~~ in the calendar year of the election. In the event no new officer for

Commented [LF4]: See previous note about no longer having an annual meeting.

Commented [NLSR4]: Though the name of the APTA Annual Meeting is likely to change, we do not know what it will change to at this time.

chair is eligible or available, the outgoing Chair may appoint a new Chair with concurrence of the other officers APTA Advisor.

Commented [LF6]: Other officers or immediate past chair?

Commented [NL7R6]: Identify concurring parties.

PARAGRAPH 2 – Nominations

Nominations may be taken from members at large and from a Nominating Committee designated by the Chair. The nominating committee shall be formed at the during the meeting of the Technical Forum that occurs at the Spring Meeting in the calendar year of the Technical Forum officer election. It shall be chaired by the outgoing chair or his/her designee and shall have two voluntary members from the general membership that are not seeking office. These volunteers shall consist of one business representative and one agency representative. The nominations period shall begin no later than the conclusion of the Spring In-Person Meeting and shall end no earlier than six weeks prior to the Fall In-person Meeting of the same calendar year. The committee shall collect and review nominations for the upcoming election in conjunction with the APTA Staff Advisor.

ARTICLE V – MEETINGS AND VOTING

PARAGRAPH 1 – Meetings

The Technical Forum shall meet once in the Spring and once in the Fall at the APTA Rail Conference and the APTA Annual. The Technical Forum may also meet as deemed necessary by the Chair to conduct the business of the Technical Forum. Notice of meetings shall be prepared by the Chair and distributed by email electronically to the Technical Forum members by the APTA Advisor to the Technical Forum no less than 14 days prior to the meeting. As needed, all meetings shall be conducted in accordance with Robert's Rules of Order, as amended.

Commented [LF8]: See prior comments. Maybe say will meet in the spring and Fall?

Commented [NL9R8]: Recommended language: Additional meetings shall be held as deemed necessary by the Officers or upon written petition from five (5) members. Notice of meetings shall be sent in writing to all members at least 30 days in advance, which notice shall include the text of any Charter amendments to be voted on at the meeting.

PARAGRAPH 2 – Voting

Only members of the Technical Forum shall be eligible to vote on issues or matters before the Technical Forum. A vote is valid only when at least a simple majority of Technical Forum members is present at a meeting has balloted. Members may send a proxy to attend meetings and elect proxies to vote in their absence instead, but proxies must be made in writing to the APTA Advisor at least five days in advance of a scheduled meeting.

Except as otherwise specified herein, all votes shall be by simple majority of voting members present and voting.

ARTICLE VI – ORGANIZATION & TECHNICAL FORUM WORK GROUPS

PARAGRAPH 1 – Organization

The Technical Forum reports to the Rail Transit Committee. The Rail Transit Committee provides direction, oversight and integration with its Subcommittees and Technical Forums. Technical Forums provide reports to the Rail Transit Committee at the APTA ~~Rail Conference~~ Spring Meeting and the APTA Annual Conference. Additional reports will be provided at the request of the Rail Transit Committee.

PARAGRAPH 2 – Standing Work Groups

The Technical Forum shall have the following standing Work Groups: 1) Rail Conference Planning Work Group, and 2) Research Work Group. The purpose of the Rail Conference Planning Work Group is to recommend rolling stock related conference sessions for the APTA Rail Conference. The purpose of the Research Work Group is to provide the Technical Forum with current information on new technologies affecting rolling stock equipment design, operation and maintenance. Such information is to be considered in development of Technical Forum Project Plans. Policies for these groups can be established by the chair with concurrence of its members, but any standards related activities must conform to the appropriate bylaws and procedures of the Rail Standards Policy and Planning Committee or other Policy and Planning Committee under purview of the APTA Standards Development and Oversight Council (SDOC).

PARAGRAPH 3 – Special Work Groups

The Technical Forum may have Task Forces, Work Groups or other Committees from time to time as directed by the Chair. Policies for these groups can be established by the chair with concurrence of its members, but any standards related activities must conform to the appropriate bylaws and procedures of the Rail Standards Policy and Planning Committee or other Policy and Planning Committee under purview of the APTA Standards Development and Oversight Council (SDOC).

ARTICLE VII – RECORDS AND COMMUNICATIONS

PARAGRAPH 1 – Maintenance of Technical Forum Records

The APTA Advisor along with other APTA staff as appropriate shall maintain the Technical Forum membership roster and all Technical Forum records, including meeting minutes and the charter. The Technical Forum Secretary shall maintain copies of all meeting minutes and the charter for the period of their office.

PARAGRAPH 2 – Communications

All Technical Forum notices, announcements and other communications shall be processed and distributed by the APTA Advisor or as delegated to the Technical Forum Secretary in accordance with APTA policy.

ARTICLE VIII – AMENDMENTS TO THE CHARTER

PARAGRAPH 1 – Submission and Consideration of Amendments

Amendments to this Charter may be proposed by any Technical Forum member and must be submitted in writing to the Chair for consideration. Voting on amendments can occur after ~~at least~~ a 30-day ~~notice is sent to all~~ Technical Forum ~~members, review of the proposed amendment~~. The Chair shall request that the APTA Advisor distribute and make available copies of any proposed amendments.

PARAGRAPH 2 – Adoption of Amendments

Amendments to this Charter ~~may shall~~ be adopted ~~during a meeting of the Technical Forum~~ by sixty percent affirmative vote of the Technical Forum members ~~present and voting quorum~~. A quorum ~~for this purpose is~~ defined as sixty percent of ~~Technical Forum Subcommittee~~ members casting ballots ~~regarding the adoption of amendments~~. ~~If quorum cannot be reached at the meeting, a virtual referendum will be conducted by the staff advisor. The virtual referendum will be conducted for a period of three weeks. The quorum requirement shall be considered as achieved at the conclusion of the virtual referendum. Ballots in abstention are considered in establishing a quorum.~~

Commented [LF10]: This is not allowed under APTA bylaws.

ARTICLE IX – CONFLICTS WITH APTA BYLAWS OR FEDERAL OR D.C. LAW

In the case of a conflict between this Charter and the APTA Bylaws or Federal or District of Columbia law, the APTA Bylaws and/or the Federal or District of Columbia law shall prevail.